

Ashley Slaughterback <hbtcityclerk@cableone.net> Mon, Mar 1, 2010 at 1:35 PM

To: Requester

Cc: Wilt Brown <hbtcitymanager@cableone.net>

Requester,

I have taken the following sections from the City of Hobart Personnel Handbook. If you need further information please let me know and I will be glad to help you in any way possible. Please note we do not have an ordinance which protects specific groups or individuals (for example, age, race, sex/gender, religion, national origin, disability, sexual orientation, or gender identity), also at this time we currently do not have the City Codes available on the internet.

Sincerely,
Ashley Slaughterback
City Clerk / Treasurer

1.2 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City of Hobart to provide equal opportunity in employment and to prohibit discrimination in the total employment process on the basis of race, color, religion, ethnic or national origin, age, sex, or disability. The total employment process includes recruitment, hiring, placement, promotion, transfer, training, compensation, demotion, disciplinary action, termination, benefits, job evaluation, performance appraisal, and all conditions of employment.

The City Council, the Mayor, the City Manager and all Department Supervisors are responsible for ensuring adherence to the City's Equal Employment Opportunity policy.

Individual employees are responsible for refraining from use of racial, sexual and/or ethnic epithets or harassment of other employees for any reason, or any other behavior which could be viewed as discriminatory.

Employees are free to resign or terminate their employment with the City at any time and for any reason, without notice. Likewise, the City is free to terminate the employment of any employee, at any time, for any reason, without notice.

1.3 DISABILITY ACCOMMODATION

Should a "qualified individual with a disability" wish to apply for or be promoted into a position with the City of Hobart, "reasonable accommodation" will be made whenever possible.

All decisions regarding reasonable accommodations will be made by the City Manager, with City Council approval, based upon the needs of the City and those of the particular applicant or employee.

7.8 SEXUAL HARASSMENT

Sexual harassment is unacceptable conduct which takes various forms and is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, and as amended by the civil Rights Act of 1991.

Sexual harassment has been defined as deliberate or repeated unsolicited verbal comments, questions, representations or physical contacts of an intimate sexual nature, which are unwelcome to the recipient. It can also take the form of making or threatening to make decisions affecting an employee's job on the basis of an acceptance or refusal of a request for sexual favors. Terms or conditions of employment or employment decisions need not be a factor. Any conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment may constitute sexual harassment.

An employee making allegations of sexual harassment should report the incident to his/her supervisor immediately. If the immediate supervisor is involved or unable to assist, then another supervisor should be contacted. If the harassment does not cease, the City Manager should be contacted immediately. The City Manager should be notified as soon as possible when such allegations are made.

All complaints of harassment shall be taken seriously and shall be properly investigated.

All employees are expected to conduct themselves in a manner that would preclude harassment of any nature. Any conduct contrary to this requirement will result in immediate investigation and/or disciplinary action which may include dismissal.

SEXUAL HARASSMENT WILL NOT BE TOLERATED.

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